

## GENERAL VISITATION PROCEDURES

1. The United States Disciplinary Barracks (USDB) encourages visiting by family and friends to maintain the morale of the inmate and to develop closer relationships between the inmate and family members. The USDB provides the facilities and supervision necessary to permit visits to be conducted in a cheerful, friendly, and informal atmosphere. Emphasis is placed on permitting the strengthening of family ties, without compromising custody or control. Procedures applicable to visits by members of Congress, the press, members of civilian support organizations, civilian clergy, attorneys of record and official visits are outlined in Army Regulation 190-47 (The Army Corrections System).

### 2. Conduct of Visitation

a. Any act or effort to violate the visitation guidelines of the USDB, the Uniform Code of Military Justice, or Federal Law may result in future visits being denied and criminal prosecution.

b. It is a Federal crime to provide or attempt to provide to a USDB inmate a firearm or destructive device; any weapon or object that may be used as a weapon or a means of facilitating escape; a narcotic drug or controlled substance; an alcoholic beverage; United States currency; or any other object not authorized by the Commandant.

c. All persons entering these premises are subject to a search of their person and property, including vehicles and packages. This may be a physical search or a search with an electronic detection device. Anyone refusing to be searched or suspected of carrying unauthorized items may be denied entry. All visitors will sign in upon entry into the USDB.

d. All visits will be conducted in a quiet, orderly, and dignified manner. Communication among a visiting group will be conducted in normal conversational tones so as to not disturb others. Profanity or obscene words and gestures are cause for termination of visits.

e. Visitors may not visit with other inmates or their visitors. Children will be kept under supervision and control. Chairs may be rearranged only with staff permission.

f. Visitors inappropriately clothed; wearing transparent garments; very low cut blouses, sweaters or dresses; very low riding pants, skirts, or shorts; extremely short pants, dresses or skirts; wearing hair curlers; with bare feet, etc., or whose personal appearance would otherwise detract from the atmosphere in visitation will not be permitted to visit. Those individuals who are visibly intoxicated or who have an odor of alcohol will be denied entry.

g. Physical contact is limited. A handshake, brief embrace with hands no lower than the waist, and a brief kiss are permitted within the bounds of good taste and only at the beginning and the end of a visit. A visitor and inmate may hold hands during the visit. Any other touching may be grounds for terminating the visit. Inmates not confined for a sexual offense against a child or for child pornography may only hold their children, stepchildren and/or grandchildren (8 years old and younger) on their lap during visitation.

if pre-approved. The legal guardian must accompany the child. This applies to inmates with general visitation privileges who are not limited to the non-contact booth. Proof of guardianship and birth certificate must be provided ten days before the visit is scheduled.

### 3. Visitation Hours

a. Visiting hours are 7:00 p.m.-9:30 p.m., Monday through Friday. On weekends, national holidays, and training holidays the hours are 8:00 a.m.-1100 a.m.; and 1:00 p.m.-4:00 p.m., for General Population, and inmates housed in the Special Housing Unit (SHU) i.e., Maximum Custody, Administrative Segregation, Administrative Segregation Pending Investigation, Special Quarters, and Death Sentence inmates.

b. Visiting hours for Trusty Unit (TU) inmates are normally 1900-2130 on weekdays and 0900-1700 on weekends, holidays and training holidays. TU inmates will normally conduct visitation at the TU. Those convicted of child sex offenses will conduct visitation in the main visitor's room if any visitors are under the age of 18.

c. Hospitalized inmate (s) visitation will be scheduled on a case-by-case basis. Arrangements must be made through the USDB Visitors Clerk.

d. Visitation for SHU inmates will be conducted in the Non-Contact Booths. No more than two inmates may receive visitors at any one time. Inmates are limited to visits of three immediate family members at a time and visits must be scheduled in advance.

e. Visiting hours for Protective Custody (PC) inmates are 1:00 p.m.-4:00 p.m. on a case-by-case basis and 6:00 p.m.-9:30 p.m., on weekends, national holidays, and training holidays. PC inmates will visit in the regular visitation room. Visits must be scheduled in advance. All rules applying to the general population inmates apply to PC inmates.

### 4. How to become a visitor at the United States Disciplinary Barracks

a. The inmate must submit your name in order for you to be approved to visit the USDB. **You become an authorized visitor only after the inmate's request is approved.** Ensure you are an approved visitor before you come to visit, otherwise you will not be allowed entry. **No** visitation requests will be taken from friends or family over the phone. The inmate must submit the forms to schedule the visits.

b. Visitation may be denied based on custody and control concerns or based on the inmate's treatment, rehabilitation, and risk assessment. News media and religious visits are governed by separate rules. Attorney visits will be arranged through the Command Judge Advocate.

c. It may be necessary for the institution to request background information from potential visitors before approval is granted. If a background investigation is required, the inmate is responsible to mail a release authorization to the proposed visitor. That form must be signed and



mailed directly to the institution by the proposed visitor prior to any further action regarding visitation. Upon receipt of the authorization form, a questionnaire along with the release authorization may be forwarded to the appropriate law enforcement agency to gather additional information or to complete a background check using The National Crime Information Center.

## 5. Visitation Procedures

a. Visitors 18 years of age and older must present two forms of identification, one must have a photo. Visitors 5 to 17 years of age must present one form of photo identification. Visitors under the age of five need no identification. No visitors under the age of 18 will be allowed to enter unless accompanied by an adult who is an approved visitor. If not accompanied by the parent or legal guardian the non-confined parent or the legal guardian of the minor visitor must provide written permission for the accompanying adult to supervise the minor during visitation with the inmate. The written permission must be provided in advance of the visit.

b. No more than four visitors may visit an inmate at one time. Visitors may not bring items to give to inmates during visitation. Staff will not accept items for delivery to the inmates.

## 6. Visitation Rules

a. The Watch Commander may prohibit or terminate a visit for noncompliance with the standards. The Watch Commander's decision is final.

b. Animals are prohibited on the USDB grounds, except for dogs that assist persons with disabilities. The visitor must provide certification that the dog is trained for that purpose.

c. Children eight years of age and younger may bring no more than two toys and two books. Board games and hand held electronic games (those that the sound can be turned off) may be authorized by Staff. Electronic games must be marked with identification. Remote control games are prohibited.

d. Children 9 to 17 years of age may bring in no more than two books (novels, school texts, workbooks, or storybooks). Periodicals, magazines, newspapers, internet downloads, and maps are prohibited.

e. Pens, pencils and 5 pieces of loose leaf paper with no writing are permitted. Paints and crayons are not permitted.

f. Adults are allowed to bring one religious scripture/teaching book, (i.e., Bible, Koran). This book cannot be given to the inmate.

g. Small metal or plastic spoons for feeding infants are permitted. Parents with infants may bring a diaper bag for childcare items, only after a thorough search by USDB staff. Parents may bring a reasonable amount of baby food, but no more than three jars per infant. Breast-feeding is not permitted in the visitation room.

h. Use a transparent coin purse or baggie to hold coins or currency, not a wallet or billfold.

i. Breast-feeding is not permitted in the visitation room. Mothers and children leaving the visitation room to breast-feed will be permitted to re-enter to continue visitation. Mothers may return to their vehicles, or use the female latrine in the upper lobby, to breast-feed.

**7. Items not authorized in the visitation room. (This is not an all inclusive list)**

a. Purses, wallets, backpacks, and personal bags other than for infant care items. Use a transparent coin purse or baggie, to hold coins or currency, not a wallet or billfold.

b. Christmas, birthday, anniversary, and greeting cards.

c. Photo albums, Polaroid "one step" style photographs including Kodak instant photographs.

d. Personal possessions, outer garments, or hats. The care and custody of these items are the responsibility of the individual visitor. The USDB provides a limited number of lockers.

e. Any other item that in using good judgment may compromise security of the facility.

**8. Visitation Room**

a. Vending machines are available from which you may purchase food items to give to the inmate to be consumed during visitation. Do not give money directly to the inmate to purchase these items. Note: Vending machines are not directly operated by the USDB staff. They are stocked by contracted vendors through AAFES (Army and Air Force Exchange Service). We do our best to ensure the operator adequately fills the machines with food and drink items.

b. Visitors and inmates from one visiting group are not permitted to visit with an inmate and visitor from another group. Small children from different groups may play together quietly, but may not play or visit with other inmates.

c. Once a visitor has entered the visitation room, departing from that room, except to breast-feed, will terminate the visit for that period. All visitors must immediately depart the USDB when the visit is concluded.

d. The Watch Commander may approve re-entry into the visitation room on a case by case basis.

**9. Restricted Area**

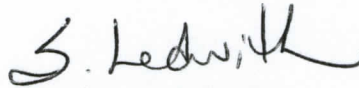
a. This USDB has been declared a Restricted Area by authority of the Ft. Leavenworth Commander in accordance with the provisions of the directive issued by the Secretary of Defense, pursuant to the provisions of Section 21, Internal Security Act of 1950. Unauthorized entry is prohibited.

b. All persons and vehicles entering herein are liable to search. Photographing or making notes, drawings, maps, or graphic representations of this area or its activities are prohibited unless specifically authorized by

the Commander. Any such material found in the possession of unauthorized persons will be confiscated.

10. Point of Contact

a. The inmate or the visitor may cancel a visit in advance. Visitors may call the Directorate of Inmate Administration during duty hours, 7:00 a.m.-4:00 p.m., Monday through Friday, at (913) 758-3649 or after duty hours at (913) 758-3674, if they have any questions.

A handwritten signature in black ink, appearing to read "S. Ledwith". The signature is fluid and cursive, with a large initial "S" and a stylized "L" and "W".

SIOBAN J. LEDWITH  
COL, MP  
Commandant